

Date of Issue:

Next Review:

RISK ASSESSMENT SHEET

Prepared by:

Area/Operation: **General Office SAMPLE**

Checked by: _____ (Person in charge)

Hazard / activity	Risk (H/M/L)	Resources for Eliminating or Reducing Risk	Actions to further reduce risk	Responsibility
Manual handling	Back strain due to poor manual handling / posture L	All staff receive MH training. Mechanical aids / trolleys available. Keep heavier items / files at waist height on shelves and in filing cabinets. Seek assistance where necessary especially when moving furniture, PC's etc.		Manager
Use of electrical equipment	Faulty appliances -electric shock L Fire L	Preventative maintenance – contact Buildings Office No unauthorised appliance to be used on premises. Report damaged cables / plugs / sockets Regular fire drills, exits identified, FE training, bins emptied daily, no smoking policy in place. Storage of combustible materials must be reduced to a minimum.		Manager
Use of filing cabinets	Open drawers L	Keep closed to prevent trips. Take care not to unbalance the cabinet when opening top drawers		Manager
General access / egress	Opening doors-collision L/M Obstructions Slippery floors / spills causing slips, trips and falls	Use view panels in doors to see approaching personnel. Pay attention, especially when carrying equipment / liquids Ensure good housekeeping. Keep fire exits and exit routes clear and do not wedge open. Signs posted. Immediate clean up of spills. 'Wet floor' signs available. Good housekeeping. Ensure regular cleaning and maintenance. Ensure no trailing cables. Well arranged office spaces with sufficient storage areas.		Manager
Use of cleaning and other chemicals	Hazardous substance exposure L	Note hazard label and risk and safety phrases. Refer to SDS and Safety Statement. Wear PPE as appropriate. All products containing solvents replaced with less hazardous products (eg. no xylene in colour markers) Photocopier: Safest possible materials used. MSD sheets available. Containers used reduce the risk of contact with toner materials		Manager

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